

**DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES SUPERVISOR OF CASE MANAGEMENT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public - Applicants must have applied for and passed the **Developmental Services Supervisor of Case Management Examination** and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Position: Developmental Services Supervisor of Case Management

Location: IFS, New Haven, CT

Job Posting No: 109596

Hours: Full-Time (80 hours biweekly) 8:00 AM - 4:30 PM

Salary: FP 26 \$74,318 - \$100,227 (New employees to state service start at the beginning of the range)

Closing Date: September 22, 2014

Examples of Duties: In the Individual and Family Services Division, this position is accountable for supervising Development Services Case Managers and their respective caseloads to ensure compliance with Agency, State and Federal requirements. Duties include: Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; secures information concerning latest developments and trends in developmental disabilities and updates Case Managers accordingly; explains departmental programs, policies and procedures to workers, clients and the public; consults with or advises staff to consult with psychological and multi-disciplinary personnel as appropriate; observes planning support team meetings to insure compliance with DDS policies and utilization of good team process skills; makes assessments of existing resources serving clients; monitors person centered and waiver driven quality controls and addresses concerns accordingly; assists in administration of client participation in federal reimbursement programs; may represent facility in any legal proceedings involving clients; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of developmental disabilities case management practices; considerable knowledge of social problems resulting from developmental disabilities and methods for dealing with those problems; considerable knowledge of inter-disciplinary approach to program planning; knowledge of public and private resources for persons with developmental disabilities; knowledge of relationships between facilities for persons with developmental disabilities, community agencies, courts and health facilities; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability; ability to utilize computerized software.

General Experience: A Bachelor's degree and three (3) years of experience providing case management or casework services to an assigned caseload of individuals.

Special Experience: One (1) year of the General Experience must have been providing case management or casework services to persons with developmental disabilities.

Preferred Experience: Preference will be given to applicants with demonstrated supervisory experience.

Special Requirements:

1. Incumbent must be eligible for certification as a Qualified Intellectual Disabilities Professional. Applicants should clearly state in their application the academic degrees they possess; the major courses of study; the date of conferment and the name of the conferring Academic Institution
2. Incumbent must possess and retain a valid motor vehicle license. Incumbent will be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for All Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

**Send application materials to:
Department of Developmental Services — South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492
Attn: Recruiter**

Email: DDS.SR.Recruiting@ct.gov **Phone:** 203-294-5122 **Fax:** 860-920-3035

Application materials can be emailed, faxed, or mailed

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.